

CONVENING ORDER CANTEEN COMMITTEE

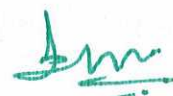
The academic administration of the college is decentralized and transparency is maintained by constituting various committees with senior faculty members. The Canteen Committee is constituted with the following members:

S. No.	Name of the Faculty	Designation	Dept.
1	Mr. A. Suresh Kumar	Convener	ADMIN
2	Mr. Srinivas Reddy	Member	SPORTS
3	Mr. V.V. Ramana Rao	Member	ECE
4	Mr. K.V. Govardhan Rao	Member	EEE
5	Mr. Vikram Sindhu	Member	IT
6	Mr. Hanuma Naik	Member	MECH
7	Mr. M. Rajasekhar	Member	CIVIL
8	Ms. G. Sravanthi	Member	MBA

Frequency of Meeting Once in a year, as and when required

Functions and Responsibilities

- Canteen timings open & Close (7.00 am to 6.00 pm).
- Canteen menu and price list is to be displayed at canteen reception and at all other food courts.
- Make decision on the items to be sold and approve the sale prices.
- Sudden check will be done by the team to check quality and taste of morning and afternoon meals.
- Monitor if required to upgrade the condition of canteen facilities and its equipments.
- Suggestion box is placed in canteen premises.
- The main role of the canteen committee is canteen management and smooth daily operations of canteen. It will involve reviewing and planning new healthy menus, trailing and introducing new healthy food.
- Own the responsibility of **quality of raw food items, cooking process** checking with the checklist and preparation of cost of canteen.
- Responsibility of good presentation of food, delivery and taste of food.



PRINCIPAL

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St. MARTIN'S ENGINEERING COLLEGE
Dhulapally (V), Dundigal-Gandimaisamma (M),
Medchal-Malkajgiri (D), Secunderabad-500 100.